

Approved For Release 2000/06/19 : CIA-RDP81-00755R000100150002-6

~~CONFIDENTIAL~~
Office Memorandum • UNITED STATES GOVERNMENT
SECURITY INFORMATION

TO : Assistant Chief, Finance Division

DATE: 2 December 1953

FROM : Area Records Officer

SUBJECT: Subject Filing

1. In accordance with your request, suggestions regarding the proposed method of filing correspondence in Finance Division Registry are set forth below:

- a. File all record copies of correspondence in Registry with the exception of correspondence pertaining to agents or projects. File correspondence pertaining to agents or projects in the applicable folder maintained by O&L.

The chronological copy now prepared on plain thin yellow tissue should not be confused with the Administrative File copy which is also prepared on plain thin yellow tissue. The current Agency Correspondence Manual identifies this copy as the CIA file copy.

- b. Discontinue the filing of correspondence relative to one individual in the personnel folders and establish a subject file in lieu thereof. Establish a cut-off date for subject file. The calendar year 1954 is suggested as the cut-off date for this file. Correspondence within the subject file would be filed in alphabetical order. Two or more pieces of correspondence in such a file relative to one individual would be stapled together, the latest date on top.
- c. Use cross reference when applicable. (Two or more subjects). (Attachment A.)
- d. All dispatches to and from field stations now filed in a personnel folder would be filed in the station folder.
- e. Establish in Finance Division the use of Form 35-1, File and Routing Slip (Attachment B). The use of this form would eliminate the current log system of recording incoming and outgoing correspondence, now

~~CONFIDENTIAL~~
SECURITY INFORMATION


maintained in Registry. This form could also be used to record receipt of cables. Form 35-1 would also provide a cross reference as to the whereabouts of a document. (See Attachment C for details).

2. It would be necessary for a typist to prepare Form 35-1, File and Routing Slip, whereas the current incoming and outgoing mail is recorded in pen and ink.

3. Recommendation is made that the subject file now maintained in Registry be screened in order to segregate correspondence of a permanent value to Finance Division, that a separate alphabetical subject file be maintained on the correspondence of permanent value, and that 31 December 1953 be established as the cut-off on the correspondence that will be transferred to the Records Center.

4. Recommendation is made that Table of Organization be increased by establishing:

- a. An additional Clerk-Typist position in the Finance Division Registry to assist in the preparation and maintenance of the File and Routing Slips, and
- b. Clerical position in the Finance Division, Operational and Liaison Branch, to perform duties as a locate clerk for employees within O&L Branch. The locate clerk should receive training in Registry and Accounts Branches with respect to files, in addition to training within O&L Branch. The salary of a locate clerk would be offset by the time saved by auditors and certifying officers.

 25X1A9a

Attachments - A, B, C